

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** CAPITAL IMPROVEMENTS SR. ADMINISTRATOR **Date:** 12/16/05

**Position Level:** 11 **FLSA Status:** Non-Exempt **Class Code:**

### GENERAL DESCRIPTION

Primary function is to oversee the compliance of the Comprehensive Plan with State of Florida Growth Management Regulations. Will serve as the primary liaison to federal, state, and local governments and agencies to maintain compliance of the Comprehensive Plan with State of Florida Growth Management Regulations.

### KEY RESPONSIBILITIES

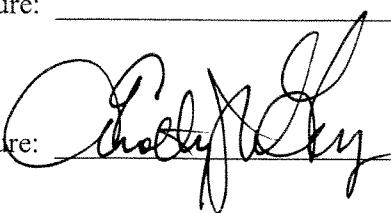
1. \*Coordinate the annual process to formally update the Capital Improvements Element of the Comprehensive Land Use Plan as required by the State of Florida Growth Management Regulations.
2. \*Prepare amendments to the adopted County Comprehensive Plan as required by changes to the State of Florida Growth Management Regulations.
3. \*Maintain and update the Fiscal Impact Analysis Model (FIAM). Provide assistance to staff regarding use of the FIAM.
4. Collect all necessary data to build and complete the FIAM for Monroe County.
5. \*Prepare and coordinate adoption of the Annual Public Facilities Capacity Assessment Concurrency Report.
6. Research planning and legal issues related to the State of Florida Growth Management Regulations.
7. Draft ordinances, planning commission resolutions.
8. Prepare and process interlocal agreements as required by the Growth Management Act.
9. Coordinate with other governmental agencies as required before the compliance of the Comprehensive Plan with State of Florida Laws and Statutes.
10. Attend public hearings and staff meetings.
11. Perform other duties as directed by Supervisor.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> CAPITAL IMPROVEMENTS SR. ADMINISTRATOR	<b>Class Code:</b>	<b>Position Level:</b> 11
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Master's Degree required. Major(s) required: Planning or related field.
<i>Experience:</i>	3 to 5 year, with at least 2 years of local planning experience.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly Complex and Analytic: Supervision is present to review departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions. Work plan is necessary to successfully coordinate interrelated activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally, plans, assigns, directs and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or strain. Work involves sitting or standing for long periods. Some site visits outside of the office may be required.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	AICP certificate preferred and valid Florida Drivers License.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: <u>Timothy J McGarry</u>	Signature: 	Date: <u>12/27/05</u>
<i>County Administrator:</i>		

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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